



WATERFRONT COMMISSION OF NEW YORK HARBOR

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COMMISSIONERS

WALTER M. ARSENAULT
EXECUTIVE DIRECTOR

Job Details:

The Waterfront Commission of New York Harbor (WCNYH), a bi-state law enforcement and regulatory agency with offices in New York and New Jersey, is seeking a full-time Co-Manager who will be primarily based in the WCNYH Telephonic Hiring Employment Information Center located in Edison, New Jersey.

Responsibilities (*Working with the current Co-Manager*):

- Monitor the hiring of longshore workers to ensure fair and systematic hiring in accordance with statutory/regulatory provisions and applicable collective bargaining agreements.
- Train and supervise licensing staff.
- Prepare and maintain records and statistical reports.
- Assist in the performance of clerical duties, as necessary.

Qualifications:

- Graduate of an accredited high school or possess a high school equivalency diploma. Degree from an accredited college or university is desired, but not required.
- Prior supervisory/managerial experience.

Additional Skills/Requirements:

- Must be available to work on Saturdays, as needed.
- Must be capable of operating word processing applications, and be able to learn to operate the WCNYH's information system. Familiarity with Microsoft Excel is desired, but not required.
- Strong organizational skills and attention to detail.
- Strong interpersonal and communication skills, and must be tactful and courteous in dealing with fellow employees and members of the public.
- Demonstrated interest in public service.
- Proficiency in Spanish is a plus.

Salary is \$71,745.

WCNYH is an Equal Opportunity Employer and encourages all qualified applicants to apply. Please submit a cover letter and resume to Brian Hannan, Director of Port Operations, at bhannan@wcnyh.gov.